



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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STATE SUPERINTENDENT

September 2, 2014

**MEMORANDUM**

TO: *Early On*® Coordinators and Directors of Special Education

FROM: Vanessa Winborne, <sup>VW</sup> Part C Coordinator  
Infant/Toddler and Family Services  
Office of Great Start

SUBJECT: Personnel Standards

Part C of the Individuals with Disabilities Education Act (IDEA) federal regulations requires states to have policies and procedures to ensure that qualified personnel are available to support the early intervention system for infants and toddlers with disabilities. Personnel must meet the qualifications that are consistent with any state-approved or recognized certification, licensing, registration, or other comparable requirements that apply to the area of expertise. Thus, *Early On* has developed personnel standards containing minimum requirements for those working with infants and toddlers with disabilities. Additionally, training modules are currently in development, called *Essentials of Early On*, to support personnel working with infants and toddlers with disabilities.

The *Essentials of Early On* will consist of five online training modules and five corresponding competency quizzes. A formal announcement will be made by the Office of Great Start (OGS) when all five *Essentials of Early On* training modules and corresponding competency quizzes are available. As modules become available, they will be posted on the *Early On* Training and Technical Assistance (EOT&TA) website. Personnel may view the modules as they are posted; however, competency quizzes will not be available until the formal announcement is released.

OGS is diligently working with the Office of Professional Preparation Services (OPPS) to offer State Continuing Education Clock Hours (SCECHs) for the *Essentials of Early On*. If an individual plans to seek SCECHs, modules must be completed after the formal announcement is made. The formal announcement will include a Frequently Asked Questions document, updated timelines for the completion of the *Essentials of Early On* (at a minimum, one year from announcement date), SCECHs, and any additional information related to personnel standards or the *Essentials of Early On*.

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We are pleased to announce that the Personnel standards document is now available. Please note the revisions related to minimum qualifications required for staff participating in:

- The evaluation of the child or assessment of the child and family,
- Providing family training, counseling, and home visits, or
- Providing service coordination services.

Questions may be directed to Kelly Hurshe, *Early On* Consultant at [hurshek@michigan.gov](mailto:hurshek@michigan.gov) or 517-241-8309.

Attachment